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Gateway User Guide

**Submit Proof of Publication
and Signed Form 4**

Table of Contents

Getting Started.....

2

Scanning Your Documents

2

Accessing the Upload Page

2

Uploading Your Documents

3

Getting Started

Please note that you will need to scan and upload a signed copy of your Form 4 and Proof of Publication and possibly other forms as well. We apologize, but unfortunately we do not accept submissions through fax, email, or mail.

Scanning Your Documents

You will first need to scan your documents and save them in a location where you can find them. If you do not have a scanner you will need to locate someone with one. Local libraries and sometimes other officials such as county auditors may offer assistance. A list of Gateway Help Centers that have volunteered to serve as a resource can be found at

http://www.in.gov/dlgf/files/2012_DLGF_Gateway_Help_Centers.pdf.

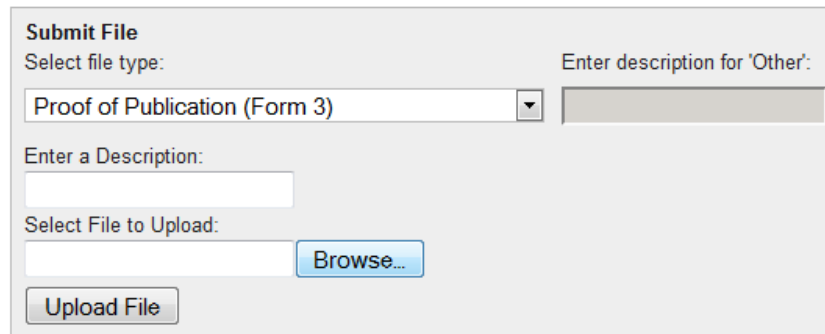
Accessing the Upload Page

Once you have scanned your documents, please click on “Submit Proof of Publication and Signed Form 4” on the Unit Main Menu.



Uploading Your Documents

We will now need to complete the fields below along with locating your file.



Submit File
Select file type: Proof of Publication (Form 3) Enter description for 'Other':

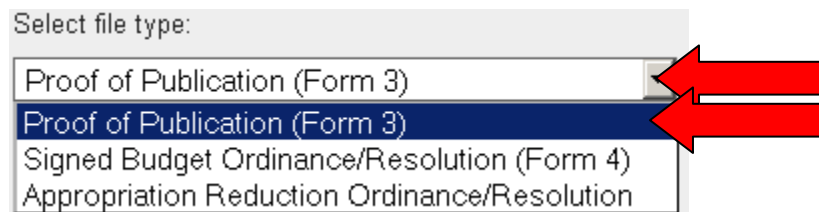
Enter a Description:

Select File to Upload: Browse...

Upload File

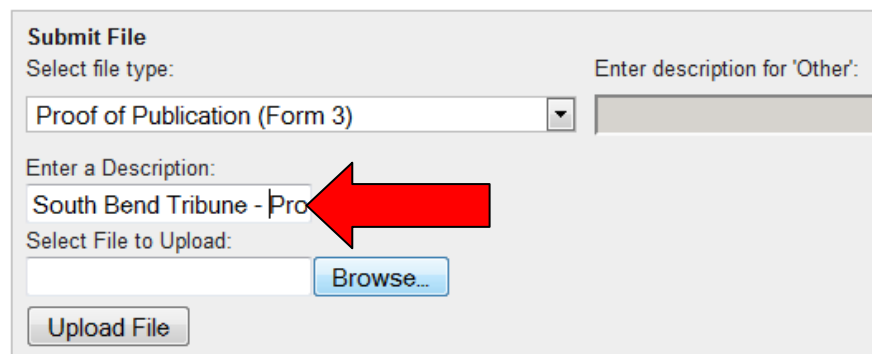
There are no files uploaded for this unit.

If you click on “Proof of Publication (Form 3), you will then be able to select the file type that you are uploading. For non-school units, these documents include the Proof of Publication (Form 3) , Signed Budget Ordinance/Resolution (Form 4) and Appropriation Reduction Ordinance/Resolution, if applicable. Schools will also have the option to upload their School Bus Replacement Documentation and their School Capital Projects Fund Documentation.



Select file type:
Proof of Publication (Form 3)
Proof of Publication (Form 3)
Signed Budget Ordinance/Resolution (Form 4)
Appropriation Reduction Ordinance/Resolution

You will then need to enter a description. You are welcome to choose any description that best describes the document you are uploading.



Submit File
Select file type: Proof of Publication (Form 3) Enter description for 'Other':

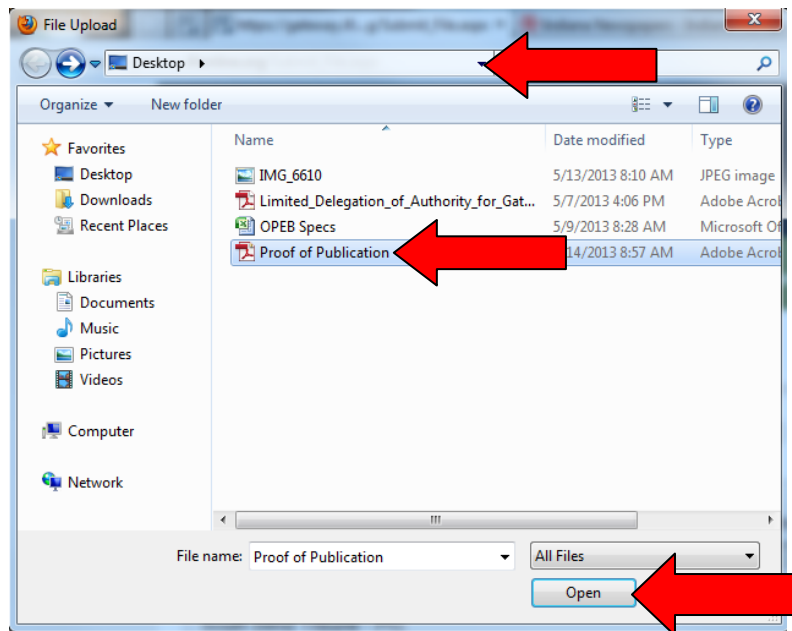
Enter a Description: South Bend Tribune - Pro
Select File to Upload: Browse...

Upload File

There are no files uploaded for this unit.

Your will then need to choose the file you are uploading. To locate the file, click on “Browse.” You will then notice the following box appear. You will need to think back as to where the file was saved. To view

the location it was saved, please click on the “Look in:” drop down box to select the location. From there you will click once on the file you wish to upload and then select “Open.”



You will now notice the file path appear to the right of the browse button.

Enter a Description:
South Bend Tribune - Pro

Select File to Upload:
C:\Users\RBurke\Desкто Browse...

Upload File

Your last step in uploading your signed Form 4 is to click the “Upload File” button.

Enter a Description:
South Bend Tribune - Pro

Select File to Upload:
C:\Users\RBurke\Desкто Browse...

Upload File

Once successfully uploaded, you should see green text stating the file upload was successful and all the uploaded files appear below. If you wish to verify that the correct document was uploaded, click on the blue underlined file name and this will open the uploaded file.

Publication File Upload Successful

[Upload File](#)

Publication File Name	File Type	File Description	File Upload Date
Proof of Publication.pdf	Proof of Publication	South Bend Tribune - Proof	5-14-2013

Congratulations! You have successfully uploaded your documentation. Please see our other user guides for assistance with other forms. If you have any questions, please email the Gateway inbox at gateway@dlgf.in.gov.